

VACANCY ANNOUNCEMENT

(Announcement Number: 11-17)

The American Embassy in Kathmandu is seeking an individual for the position of Exchange and Alumni Affairs Coordinator.

OPEN TO: All Interested Candidates

POSITION: Exchange and Alumni Affairs Coordinator

OPENING DATE: Jun 27, 2011

CLOSING DATE: July 11, 2011

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

The incumbent manages the Public Affairs Section's cultural exchanges, most notably the International Visitor Program, Voluntary Visitor, youth exchanges, the Study of the U.S. Institute, and Citizen Exchange Programs. The incumbent also coordinates exchange program alumni initiatives which include cultivation of alumni audience, promotion of State Alumni website, managing the State Alumni's small grants annual competitions, cultivation of key high level alumni contacts, and providing assistance to alumni associations in implementing ideas and concepts explored during the exchange programs.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Bachelor's degree in liberal arts, education, international relations, social sciences or a related field is required.
2. A minimum of 5 years of experience in cultural affairs or the media environment is required.
3. Level IV (Fluent) Speaking/Reading English is required. Level IV (Fluent) Speaking/Reading Nepali is also required.
4. Thorough knowledge of Nepal's culture, language, geography and the social and political institutions is required. Good knowledge of U.S. political, economic and social institutions is required.

5. The ability to develop and design new approaches to encourage alumni association activities and outreach is required. The ability to maintain regular contacts with people at policymaking levels of the government, political parties, educational institutions, judiciary, and cultural institutions, and keep abreast of the changes in their portfolios is required. The ability to use various computer applications such as MS Word, MS Excel, MS Outlook and Power Point is required.

TO APPLY

Interested applicants for this position must submit Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of supporting documentation (e.g. awards (if any), education certificates, etc) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website:

http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO (Please clearly mark your envelope as “Application for Exchange and Alumni Affairs Coordinator”)

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

Or via email: recruitktm@state.gov

**AN EQUAL OPPORTUNITY EMPLOYER
WOMEN ARE EQUALLY ENCOURAGED TO APPLY**

Also visit us at:

http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html